

ONEplace Nonprofit Leader Academy Application Instructions

The ONEplace Nonprofit Leader Academy endeavors to prepare a diverse group of emerging leaders for executive leadership positions. A range of personal and functional competencies needed to succeed when an individual steps into his/her first executive-level position will be addressed.

Major topic areas will include: governance; fundraising; strategic direction & operation; cultural competencies; personal leadership development; and collective impact.

The Academy includes **nine full-day sessions** (8:30 am – 4 pm). Sessions are held once a month beginning in February and concluding in November (one session during July/August). Sessions will be held in a retreat-like setting, and it is expected that participants will be present for the entirety of every session. An orientation session will be held in December. Additional ONEplace workshops and resources will be recommended to supplement class content. Each participant will establish a mentoring relationship with an existing or retired ED/CEO to discuss topics between sessions.

Participation in the Academy is **free of charge**. Several funders are committed to the Academy and want to ensure participants are intent on leadership development, active participation, and completion of the course. Therefore, application requirements and selection process include:

- Employment in a Kalamazoo County nonprofit organization with an expense budget of \$300,000 or more (reasonable exceptions allowed with strong recommendation by a current ED/CEO)
- Employment in the nonprofit sector for at least three years, in progressive management positions (reasonable exceptions allowed with strong recommendation by a current ED/CEO)
- Currently responsibilities include supervising one or more individuals
- Sincere desire to serve the nonprofit sector in an executive leadership capacity
- Completed application form including personal statement of leadership and professional goals
- Signed commitment to attend each session prepared for active engagement
- Signed agreement of support and release time by his/her supervisor or employing organization
- Resume including employment, community, volunteer, and hobby activities
- Two (2) letters of professional recommendation by colleagues and/or supervisors
- Final candidates will be notified by Friday, November 18, 2016
- Participant commitments must be received no later than Wednesday, November 30 at 5:00 pm
- Orientation sessions will be held in December to prepare for the experience. Participants will need to attend one of these sessions.

Applications are due no later than 5:00 p.m., Friday, November 11, 2016. Applications, resume, letters of recommendation, and organizational support forms may be mailed to Thom Andrews, ONEplace, Kalamazoo Public Library, 315 South Rose Street, Kalamazoo, MI 49007 or emailed to ThomA@kpl.gov.

Questions: Please direct all questions regarding the Academy to ONEplace staff at ONEplace@kpl.gov or 269-553-7899.

Leader Academy Schedule

Thurs Feb 16 Evening reception (5 – 6:30pm)	Fri June 16 Session 5
Fri Feb 17 Session 1	Fri Aug 25 Session 6
Fri Mar 17 Session 2	Fri Sep 22 Session 7
Fri Apr 21 Session 3	Fri Oct 20 Session 8
Fri May 19 Session 4	Fri Nov 17 Session 9

ONEplace Nonprofit Leader Academy

Application for 2017 Program

Information must be typed into this form and saved as a Word or PDF document with **your name in the file name**.
You may attach up to one additional page, if needed.

Date _____

Name _____ Title _____

Employer _____ Since _____

Employer Street Address _____

City/Zip _____

Office: Phone _____ Email _____

Home Street Address _____

City/Zip _____

Home: Phone _____ Cell _____

Home: Email _____

Current Responsibilities (please include specifics of your supervisory responsibilities):

Previous leadership/management positions:

Professional and leadership goals over the next 5-8 years:

Why, specifically, do you want to participate in the ONEplace Nonprofit Leader Academy? How will you and the community benefit from your participation?

What qualities and skills will you bring to the Academy that will benefit other participants?

Currently, what are your biggest challenges related to developing your leadership skills?

Community Engagement: What community engagement activities have you been involved in within the past 5 years (volunteer activities, boards, etc, including dates)?

Education/Learning Impact: How has your formal educational impacted your career?

How do you continue to learn and develop your professional and leadership skills?

Assessment Tools Completed: Leadership, Personality & other: Please list tools that you have used (examples include DISC, Myers-Briggs, StrengthsFinder, 360).

Employment Impact: In what ways have specific work experiences prepared you for your current position?

Hobbies and interests:

NOTE: If not mailing in, please scan with signatures and email the page.

Applicant Signature and Commitment

The information contained in this application and in supporting documents (resume, etc) is true and accurate.

Applicant Signature _____ Date _____

Attendance/Participation: If selected to participate in the Academy, I commit to full participation, including: attending each class session in its totality and being prepared to engage in the coursework and discussions; and, securing a mentor to discuss coursework, experiences, and concerns with between classes.

Applicant Signature _____ Date _____

Employer Signature and Commitment

This applicant has the full approval and support of the organization, including required release/participation/preparation time. I agree to meet with this applicant between class sessions to discuss topic/issue implications for our organization.

Employer Signature _____ Date _____

Applications are due no later than 5:00 p.m., Friday, November 11, 2016. All required documents may be delivered/mailed/emailed to Thom Andrews, ONEplace, Kalamazoo Public Library, 315 South Rose Street, Kalamazoo, MI 49007 or emailed to ThomA@kpl.gov.

Questions: Please direct all questions regarding the Academy to ONEplace staff at ONEplace@kpl.gov or 269-553-7899.

Optional demographic information: ONEplace Nonprofit Leader Academy seeks a diverse group of participants and without discrimination, requests your responses to the following:

Age _____

Gender/Identity ____M ____F

Race/Ethnicity ____ African American ____ Caucasian ____ Native American

____ Hispanic American ____ Asian/Pacific Islander

____ Arab American ____ Other _____

ONEplace, a program of the Kalamazoo Public Library, does not tolerate discrimination or harassment of its employees (or patrons) based on the following characteristics/protected classifications: race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state, or local law or ordinance.